

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: November 29, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: STATE AGENCY BILLINGS TO STATE UNIVERSITY/COLLEGES

The procedure for billings to the Community College of Rhode Island, Rhode Island College, and the University of Rhode Island which have previously been processed by Internal Transfer Voucher (A12T) are being revised effective with the implementation of RI-SAIL.

With the exception of the transactions listed at the end of this memorandum, all state agencies providing goods or services to the state university/colleges will bill for those goods and services ***directly*** to the university or college. (You can design and use your own "invoice" for this purpose. You should avoid using the A-12T form for this purpose because its use might confuse people and the A-12T "invoice" form might be sent to the wrong agency.) Each school will, in turn, pay for those goods and services by check, payable to the General Treasurer, and send the check directly to the billing agency. The billing agency will deposit that check to the appropriate RI-SAIL account using the RI-SAIL cash receipt procedures.

Please contact Pat DeFusco at 222-6403 or e-mail at PatD@gw.doa.state.ri.us. with any questions concerning this subject matter.

The following internal service (rotary) accounts will, however, continue to bill the university and colleges as part of their monthly or semi-monthly mass billings as in the past:

Centrex Telephone
Automotive Maintenance
Central Mail Room Postage
Electricity Charges Distribution

OLIS Charges Distribution
Record Center Charges Distribution
Insurance
COBRA Health Insurance